

## Uncollected Child Policy and Procedure

(For children in the Lower School - EYFS and KS1)

### Rationale

This policy applies to children in the EYFS and KS1 and fits in with the school's ethos and values as follows:

- GH is committed to provide for quality learning within a safe, caring environment achieved through a close partnership between Governors, staff, students, parents and the wider community
- We aim quickly to become a focal point for the community
- We will provide an excellent overall service to our stakeholders

### Statement

In the event that a child is not collected by an authorised adult at the end of a day, the school puts into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for, and they will know the necessary ways to inform us.

### EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe 1.4 Health and well-being	2.2 Parents as partners	3.4 The wider context	

### Procedures:

Parents of children starting at Gildredge House are asked to provide the following specific information, which is kept on the child's file:

- Home address and telephone number;
- Day time telephone number;
- Mobile telephone number;
- Emergency contact name and number;
- Who has parental responsibility for the child.

On occasions when parents/carers who normally collect the child are not able to collect them, they are to provide us with written details of the name of the person who will be

collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.

If a child is not collected at the end of the day, we follow the following procedures:

- The child's file is checked for any information about changes to the normal collection routines;
- If no information is available, parents/carers are contacted at home or at work on the given numbers;
- The child does not leave the premises with anyone other than those named in the contact details provided by parents, as above;
- If, by 4.30pm, we have been unable to make contact with anyone able to collect the child, the following people will be informed - the School Office, the Headmistress and the Child Protection Officer (Mr Paul Barber).
- Upon the information given by Eastbourne Social Services Care Team (01323 747373), the police should be contacted if no parent/carer can be contacted. The school will do this after 5.30pm.
- The child is kept at the school in the care of two members of staff who have undergone enhanced DBS clearance until the child is safely collected either by the parents or by a police officer/social care worker.
- Under no circumstances do staff go to look for the parent; nor do they take the child home with them.

A full written report of the incident is recorded in the child's file.

Ofsted may be informed.

#### **Policy Review and Approval**

Review interval:	2 years
Review term:	Spring (Term 2)
Reviewed by:	Director of Lower School
Approved by:	Headmistress

First approved:	July 2013
Last approved:	August 2014
Next review:	Spring 2016

A copy of this policy and other related policies can be obtained from the School Office or downloaded from the school website in the '**Document Library**' section.